

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

25X1A9A 1. IO Survey of the Office of Personnel  
[redacted] is scheduled to visit several of our field recruitment officers (listed below) during the week of 10 February:

25X1A9A

[redacted]

25X1A9A [redacted] has sent to us for informal review and discussion with him a draft section on Recruitment Costs and Attrition and one on A&E Services. Regarding the first of these, we are developing additional attrition information pertinent to the report and verifying cost data and other statistics previously given to him as rough estimates.

[redacted]

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25X1A 3. Meeting with Chief of Salary and Wage Administration, Defense Intelligence Agency (DIA)

[redacted] Chief of Salary and Wage Administration of the Defense Intelligence Agency has consulted our Salary and Wage Division concerning some grading problems in DIA. He felt that information on the percentages of jobs at various grade levels in CIA would be of use to him in taking a stand with top officials on grading in DIA.

He expressed particular concern about DIA's high percentages of positions in coordinator and other staff jobs at GS-14 and GS-15 -- higher in some cases than percentages at worker levels. This has resulted from reassignment of numerous people at these levels before establishment of jobs and the desire of operating officials to establish jobs at the grades of the individuals. Positions at GS-14 and GS-15 he indicated were approximately 14% each. This contrasts to approximately 7% for GS-14 and 4% for GS-15 in CIA. At the GS-12 and GS-13 levels, percentages run slightly higher in DIA -- 15% to 16%, in contrast to approximately 12% and 11% for CIA.

25X1A After securing Mr. [redacted] assurance that any information he secured from us was intended for internal use in re-inforcing his efforts

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to maintain reasonable levels in DIA and that no use outside the Agency was intended, advice on approximate percentages was furnished to Mr. [redacted]. He was not sure this would be of much help to him since the pressure for high levels is strong, but he thought it was consistent with what he had secured from other agencies -- AEC, UNIA, Department of State, and Defense Components.

25X1A

4. 25th Four Recreation Association Activities

a. Seat Belt Sales:

Belts	921 (Gross: \$4,422.45)
Retractors	859 (Gross: \$2,090.30)

b. Ticket Sales:

Ice Capades	286 (Gross \$930.00)
Circus	388 (Gross \$961.75)

c. Valentine Candy Sale:

Boxes	270 (Gross: \$552.35)
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An Employee Bulletin announcing special discount rates for World's Fair tickets was forwarded to your office 7 February.

The rapid increase in volume and scope of this activity is presenting problems of manpower and space. I plan to meet with you very soon to discuss them.

5. Blood Donors

Tuesday, 4 February, was Bloodmobile Day at headquarters. 164 pints of blood were collected from 180 prospective donors.

6. UNLIC Insurance

Applications received for the new increased coverage totalled 105 as of 7 February. This is in advance of distribution of the notice announcing this change.

7. DEFTA Insurance

As of 7 February, 1,892 applications had been received. This total includes [redacted] from the foreign field.

8. "How to Quit Smoking"

We are exploring a proposal to invite the American Cancer Society to sponsor a "How to Quit Smoking" course on an after-hour basis at headquarters. Such a course has been offered to government employees in the downtown area and we believe there might be sufficient interest among employees here to warrant offering it. This particular course is aimed at helping the heavy smoker to reduce his smoking if he cannot, or chooses not to, quit entirely. We will, of course, consult the Chief, Medical Staff on this proposal.

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**9. Scholarship Fund**

25X1A9A An employee has contacted us for advice on how to proceed in designating the Agency's scholarship fund as his legatee. He has been referred to [ ]

**10. Secretary for the White House**

25X1A9A [ ] was interviewed by the Deputy Chief of CEC's Bureau of Examination and Placement on 4 February as a candidate for this detail. We have not received a report from CEC on the results as yet. If for any reason [ ] is not selected 25X1A9A or does not accept the assignment, an alternate candidate has been nominated by the Office of Security.

**11. [ ] - Retirement Plan (CONFIDENTIAL)**

25X1A9A [ ] has requested retirement information. He indicated that he would prefer to keep this matter confidential for the present but that, subject to later discussions with Mr. Kirkpatrick, he is considering retiring on 15 October 1964 or 15 February 1965.

**12. Appointment of Chief, Budget Division**

25X1A9A John Clarke visited the Director of Personnel on 4 February to introduce [ ] as the new Chief, Budget Division and to request our assistance in completing [ ] pre-employment processing for EOD 25X1A9A 17 February. Mr. Clarke had already arranged for [ ] security 25X1A9A clearance. [ ] was scheduled for a medical examination on 6 February but did not have time to complete the psychiatric phase and will return for this portion next week. A Request for Personnel Action authorizing 25X1A9A [ ] appointment and simultaneous promotion to GS-16 was prepared and delivered to Mr. Clarke who indicated he would obtain General Carter's approval.

**13. Survey of B & F Functions in the Office of Personnel**

25X1A9A [ ] have started a survey of all B & F and money-handling activities in the Office of Personnel. This review will include our regular B & F function, fund drives, insurance, payment of invitee travel orders, welfare fund, etc. One objective of their survey is to determine whether the appointment of a senior B & F officer to supervise all of these activities might be desirable and feasible.

**14. Space**

Arrangements are being made to relocate the Mobilization and Military Personnel Division and the Insurance Branch, Benefits and Services Division from South Building to R & S. The space made available in R & S appears entirely adequate and, when cleaned and renovated, should be quite satisfactory.

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- 25X1A9A 15. USDA Graduate School - Special Course for Computer Systems Designers  
Both of our nominees, [redacted] have

been selected for this course which begins 17 February. They will attend full-time until 5 June 1964.

16. Retired Military Personnel Employed in the Agency

The following information was tabulated in order to fill an emergency request from John Warner for the approximate total of retired military personnel in the Agency. (He advised us that this figure was needed for a memorandum he was preparing for the Director on certain statements made by Congressman Lindsay last August.)

Retired - 20 or more years military service	14
Retired - less than 20 years military service	--
Retired - Age	9
Retired - service connected disability	64
Retired - combat disability	<u>32</u>
Total	126

Emmett D. Nichols  
Director of Personnel

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25X1A9A OD/Pers [redacted] (10 February 1964)